



HRLAD

Time and Leave Administration

Chapter 9

Public Holiday Breakdown



Public Holiday Breakdown FACTS

- Z9 – Public Holiday Breakdown error indicates the employee's holiday quota on PT50 (Quota overview) and holiday assignments on PT_BAL00 (Cumulated Time Evaluation Results) are out of balance.
- The holiday quota hours must be assigned to individual holidays so the system can evaluate holiday accrual and absences correctly.
- A Z9 error is generated on the last day of the pay period after time evaluation is run.
- If the employee does not use a holiday within a twelve month period, they will lose the hours.
- If holiday hours do not exist in the employee's quota bank, you can not use HLDY on the timesheet.

Policy requires that holidays hours banked be used within twelve (12) months; therefore, holiday quota hours must be assigned to individual holidays so the system can evaluate holiday accrual and absences correctly.

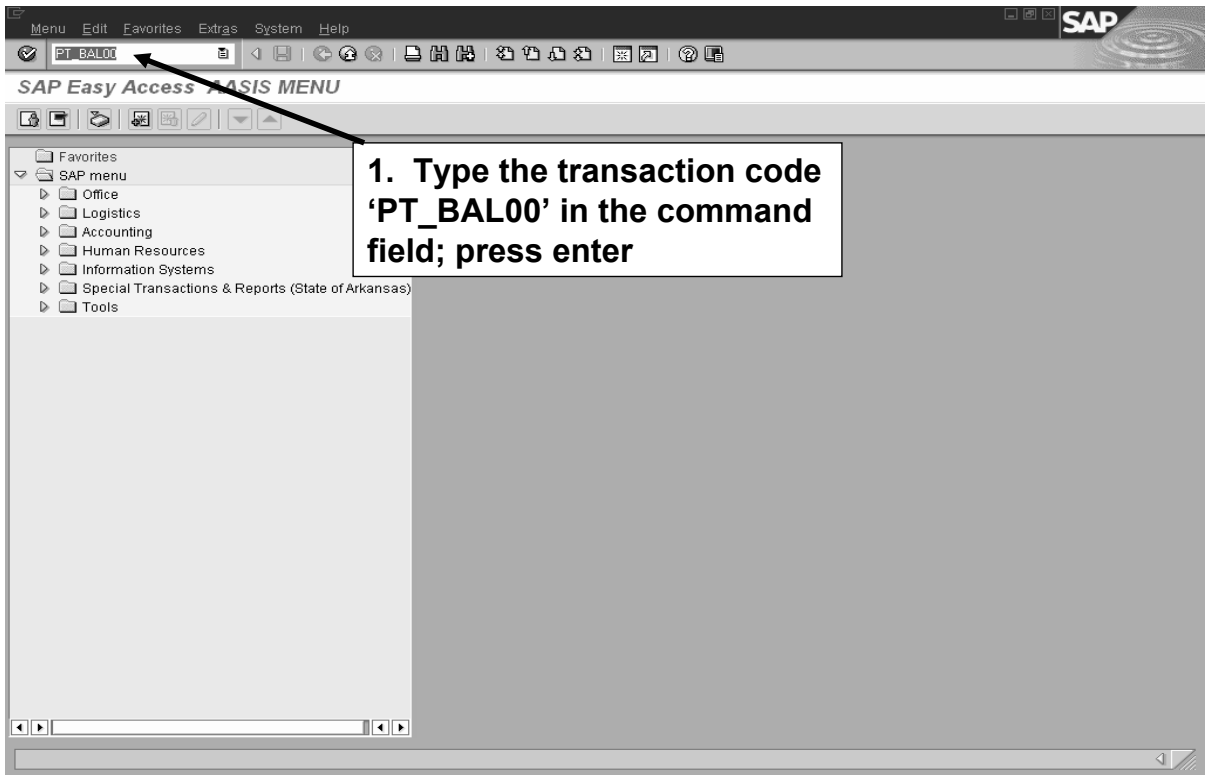
When you receive a Z9 time evaluation error message in your inbox, it will continue to generate until the holiday assignment is corrected. If not corrected, the employee may not bank the holiday and holiday absence type HLDY cannot be entered on the CATS timesheet.



Public Holiday Breakdown FACTS

- If a quota correction (Infotype 2013) was processed to increase or decrease a holiday quota, a time transfer specifications (Infotype 2012) must exist as well to assign the holiday hours to a specific holiday.
- The employee's master data must be analyzed to determine how to resolve the error.

Public Holiday Breakdown

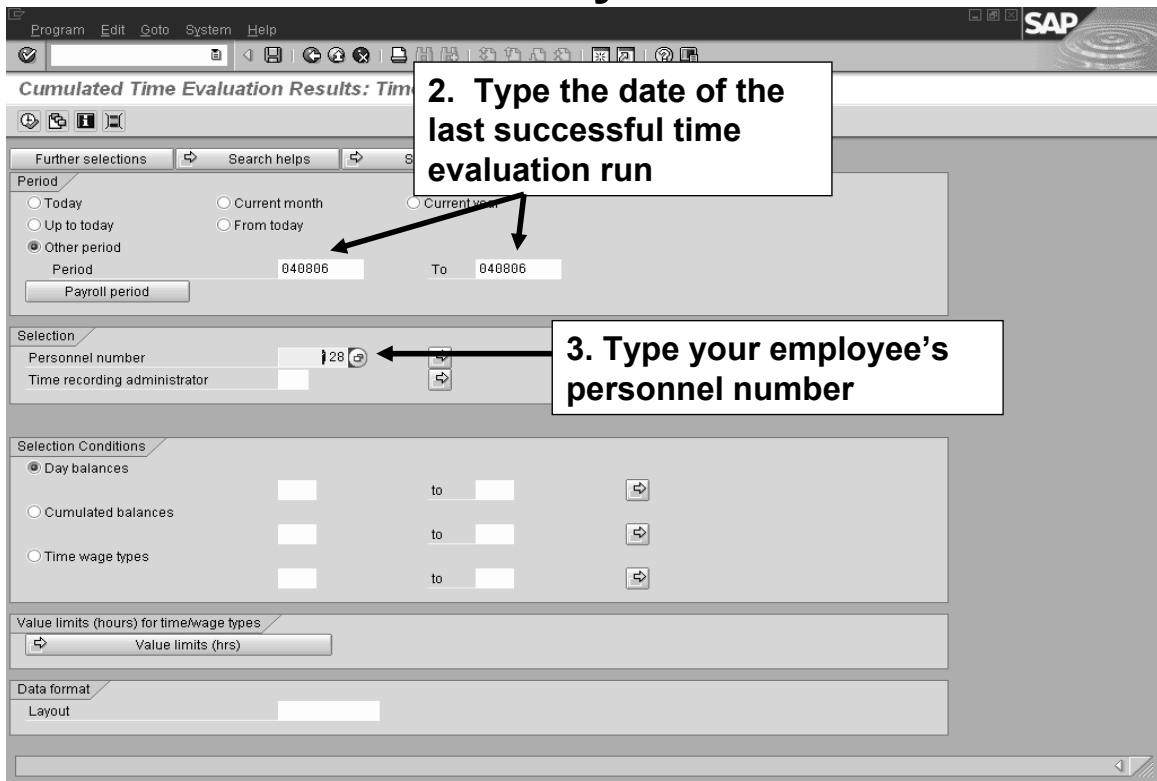


AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-4

The menu path is Human Resources > Time Management > Administration > Information Systems > Report Selections > Time Accounts > Cumulated Time Evaluation Results:Time Balances/Wage Types.

Public Holiday Breakdown



2. Type the date of the last successful time evaluation run

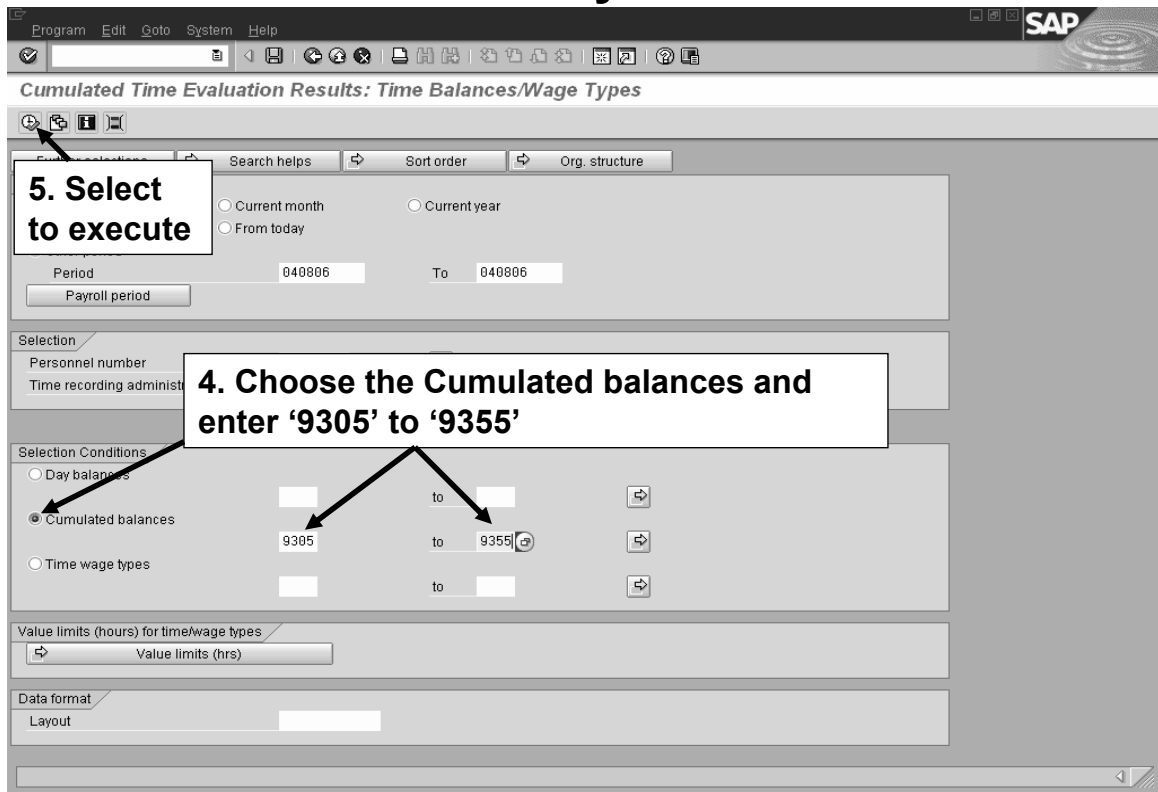
3. Type your employee's personnel number

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-5

In the period field, the From and To dates must be the same. No data will be displayed if the date entered is after the last successful time evaluation.

Public Holiday Breakdown



5. Select to execute

4. Choose the Cumulated balances and enter '9305' to '9355'

Search helps Sort order Org. structure

☐ Current month ☐ Current year

☐ From today

Period 040806 To 040806

Payroll period

Selection

Personnel number

Time recording administrator

Selection Conditions

☐ Day balances

☒ Cumulated balances

☐ Time wage types

Value limits (hours) for time/wage types

Value limits (hrs)

Data format

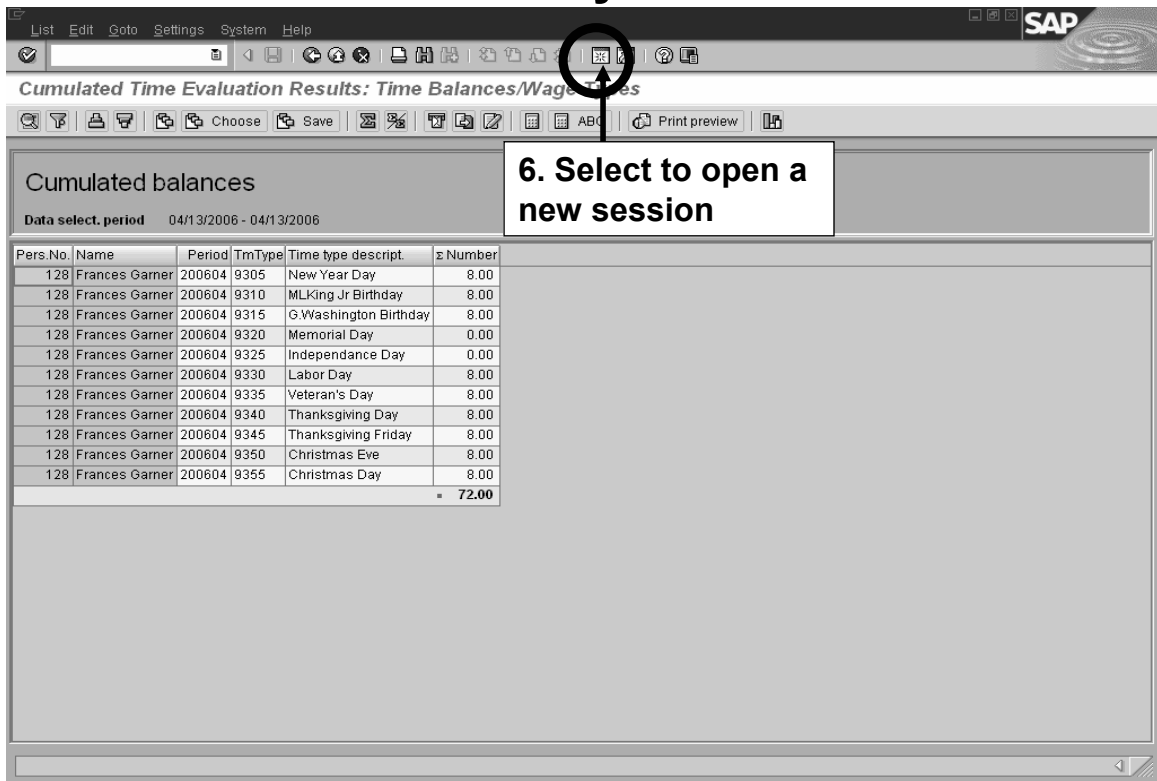
Layout

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-6

By entering the time types 9305 to 9355 you will receive information on all holidays identified in the system (i.e. New Years Day to Christmas Day)

Public Holiday Breakdown



Cumulated balances

Data select, period 04/13/2006 - 04/13/2006

| Pers.No. | Name | Period | TmType | Time type descript. | ± Number |
|----------|----------------|--------|--------|-----------------------|--------------|
| 128 | Frances Garner | 200604 | 9305 | New Year Day | 8.00 |
| 128 | Frances Garner | 200604 | 9310 | MLKing Jr Birthday | 8.00 |
| 128 | Frances Garner | 200604 | 9315 | G.Washington Birthday | 8.00 |
| 128 | Frances Garner | 200604 | 9320 | Memorial Day | 0.00 |
| 128 | Frances Garner | 200604 | 9325 | Independence Day | 0.00 |
| 128 | Frances Garner | 200604 | 9330 | Labor Day | 8.00 |
| 128 | Frances Garner | 200604 | 9335 | Veteran's Day | 8.00 |
| 128 | Frances Garner | 200604 | 9340 | Thanksgiving Day | 8.00 |
| 128 | Frances Garner | 200604 | 9345 | Thanksgiving Friday | 8.00 |
| 128 | Frances Garner | 200604 | 9350 | Christmas Eve | 8.00 |
| 128 | Frances Garner | 200604 | 9355 | Christmas Day | 8.00 |
| | | | | | 72.00 |

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-7

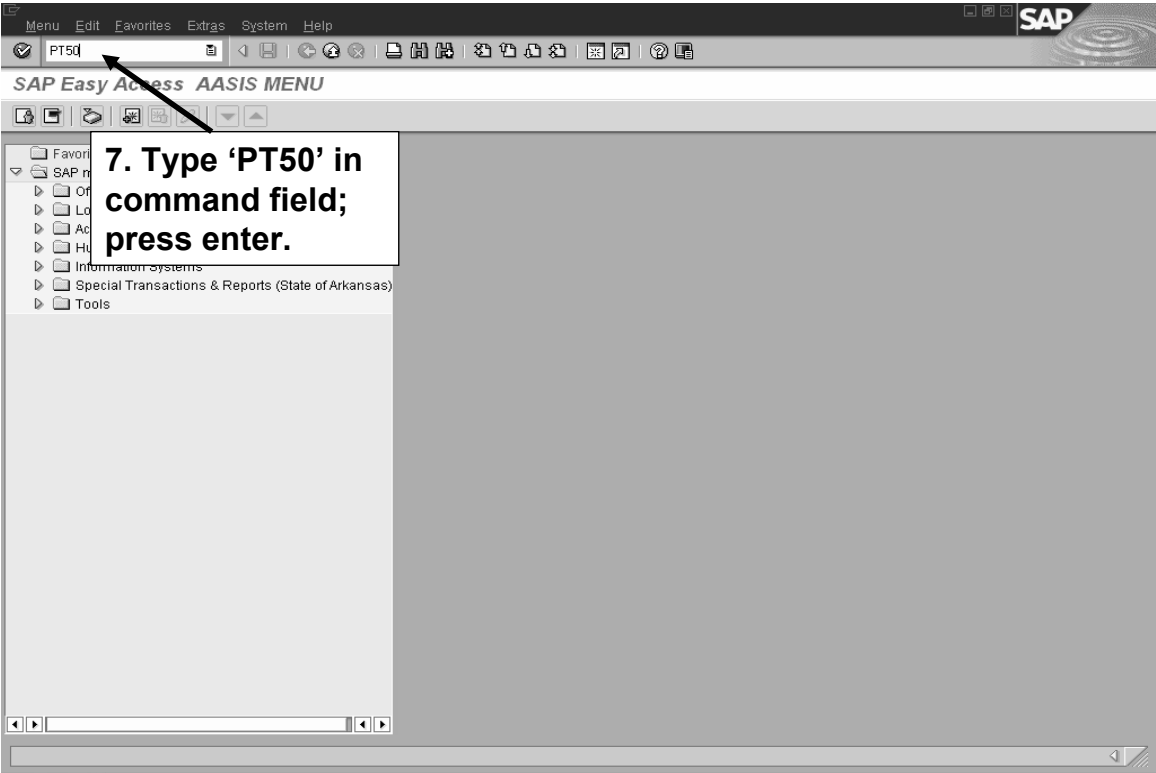
A list of holidays and the number of hours associated with each is displayed.

Note: If any holiday displays a negative number, you will need to create an infotype 2012 assignment to bring that total to a positive number.

The negative number will eventually stop the employee from processing successfully through time evaluation when absence type HLDY is entered in CATS

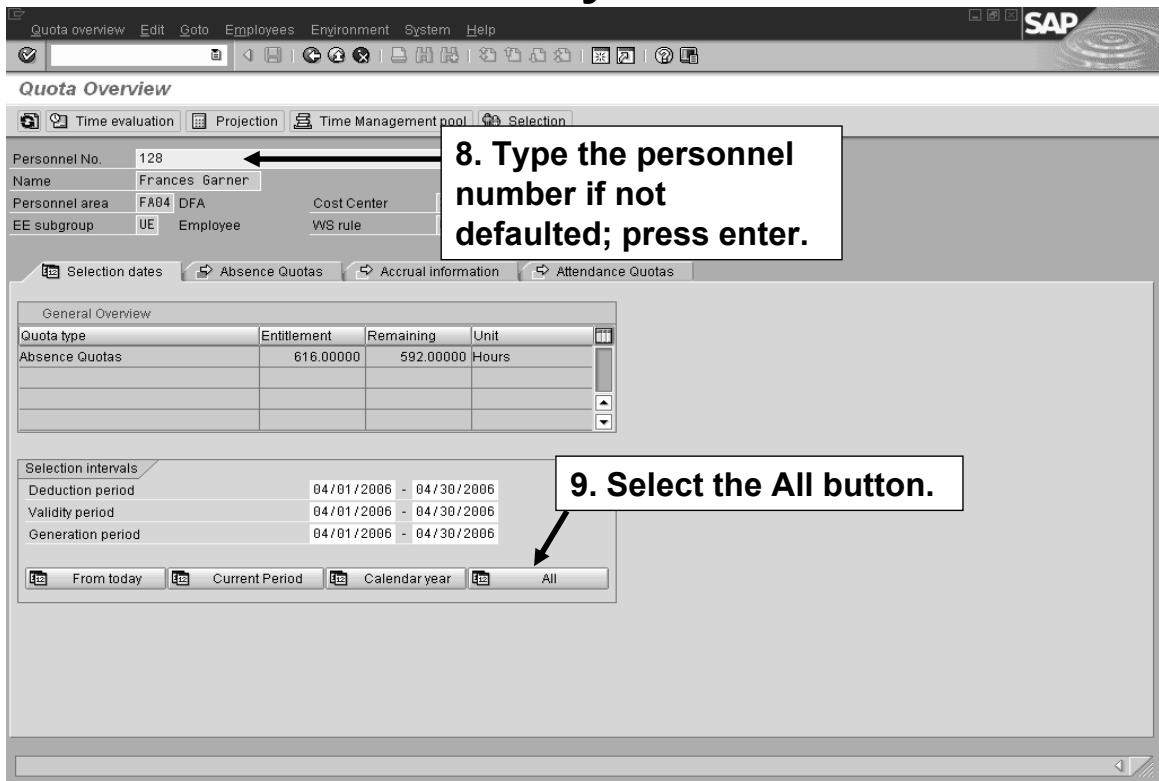


Public Holiday Breakdown



AASIS Support Center, Diane Hill
04/13/06 Revised to V3

Public Holiday Breakdown



Quota Overview

Personnel No. 128
Name Frances Garner
Personnel area FA04 DFA Cost Center
EE subgroup UE Employee WS rule

8. Type the personnel number if not defaulted; press enter.

Selection dates Absence Quotas Accrual information Attendance Quotas

General Overview

| Quota type | Entitlement | Remaining | Unit |
|----------------|-------------|-----------|-------|
| Absence Quotas | 616.00000 | 592.00000 | Hours |

Selection intervals

| | |
|-------------------|-------------------------|
| Deduction period | 04/01/2006 - 04/30/2006 |
| Validity period | 04/01/2006 - 04/30/2006 |
| Generation period | 04/01/2006 - 04/30/2006 |

9. Select the All button.

From today Current Period Calendar year All

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

Public Holiday Breakdown

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 28
Name Frances Garner
Personnel area FA04 DFA
EE subgroup UE Employee

Cost Center
WVS rule

10. Select 'Absence Quotas' tab

Selection dates Absence Quotas Accrual information Attendance Quotas

| Tot.. | AbQuotaTyp | Quota text | Entitl. | Requested | Rem. | Compens. | Deduction from | Deduction to | Valid From | End Date |
|-------|------------|---------------|-----------|-----------|-----------|----------|----------------|--------------|------------|----------|
| | 01 | Annual Leave | 248.00000 | 0.00000 | 248.00000 | 0.00000 | | | | |
| | 05 | Holiday Leave | 112.00000 | 24.00000 | 88.00000 | 0.00000 | | | | |

Selection intervals

Validity period 08/18/2003 - 12/31/9999

Deduction period 08/18/2003 - 12/31/9999

Expand

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-10

You must compare the holidays hours that are in the employee's quota with the number of hours that are displayed in the holiday assignments.



Public Holiday Breakdown

File Edit Goto Settings System Help

Cumulated Time Evaluation Results: Time Balances/Wage Types

Choose Save Print preview

Cumulated balances

Data select period 04/13/2006 - 04/13/2006

| Pers.No. | Name | Period | TmType | Time type descript. | z Number |
|----------|----------------|--------|--------|-----------------------|--------------|
| 128 | Frances Garner | 200604 | 9305 | New Year Day | 8.00 |
| 128 | Frances Garner | 200604 | 9310 | MLKing Jr Birthday | 8.00 |
| 128 | Frances Garner | 200604 | 9315 | G.Washington Birthday | 8.00 |
| 128 | Frances Garner | 200604 | 9320 | Memorial Day | 0.00 |
| 128 | Frances Garner | 200604 | 9325 | Independance Day | 0.00 |
| 128 | Frances Garner | 200604 | 9330 | Labor Day | 8.00 |
| 128 | Frances Garner | 200604 | 9335 | Veteran's Day | 8.00 |
| 128 | Frances Garner | 200604 | 9340 | Thanksgiving Day | 8.00 |
| 128 | Frances Garner | 200604 | 9345 | Thanksgiving Friday | 8.00 |
| 128 | Frances Garner | 200604 | 9350 | Christmas Eve | 8.00 |
| 128 | Frances Garner | 200604 | 9355 | Christmas Day | 8.00 |
| | | | | | 72.00 |

Quota overview Edit Goto Employees Environment System Help

Time evaluation Projection Time Management pool Selection

Personnel No. 128

Name Frances Garner

Personnel area FA04 DFA Cost Center 383230 ZOO

EE subgroup UE Employee WVS rule OPEN08 Open Sc...

Selection dates Absence Quotas Accrual information Attendance Quotas

| Tot. | AbQuotaTyp | Quota text | Entit. | Requested | Rem. | Compens. | Deduction from |
|------|------------|-------------------|-----------|-----------|-----------|----------|----------------|
| | 01 | Annual Leave | 248.00000 | 0.00000 | 248.00000 | 0.00000 | |
| | 02 | Sick Leave | 248.00000 | 0.00000 | 248.00000 | 0.00000 | |
| | 05 | Holiday Leave | 112.00000 | 24.00000 | 88.00000 | 0.00000 | |
| | 07 | Employee Birthday | 8.00000 | 0.00000 | 8.00000 | 0.00000 | |

Selection intervals

Validity period 08/18/2003 - 12/31/9999

Deduction period 08/18/2003 - 12/31/9999

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-11

You must analyze the employee's records to determine the correct number of eligible holiday hours.

Once you have determined the correct number of holiday hours for the employee, you will need to perform the next steps in order for the quota and assignment to match.



PUBLIC HOLIDAY CORRECTIONS

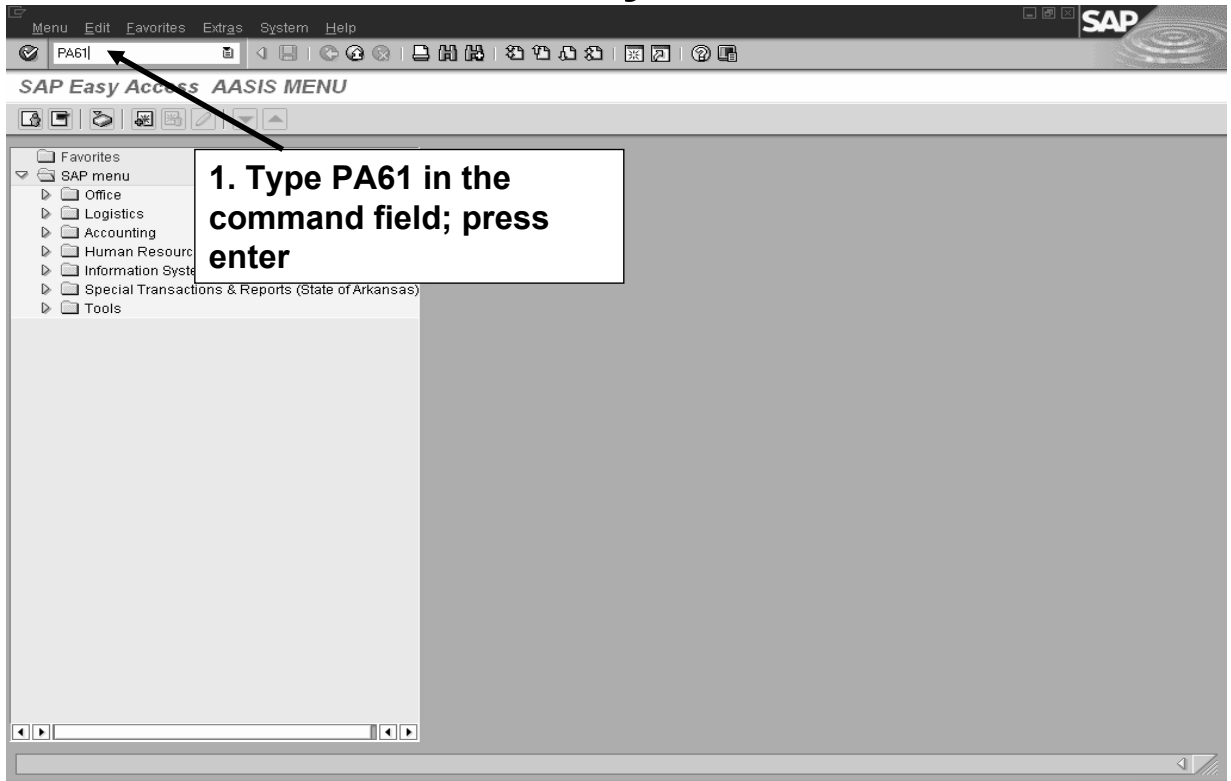
PA61 (Maintain Time Data)
Infotype 2012 (Time Transfer Specifications)

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-12

This process will guide you in how to increase or decrease the incorrect holiday assignment.

Public Holiday Correction

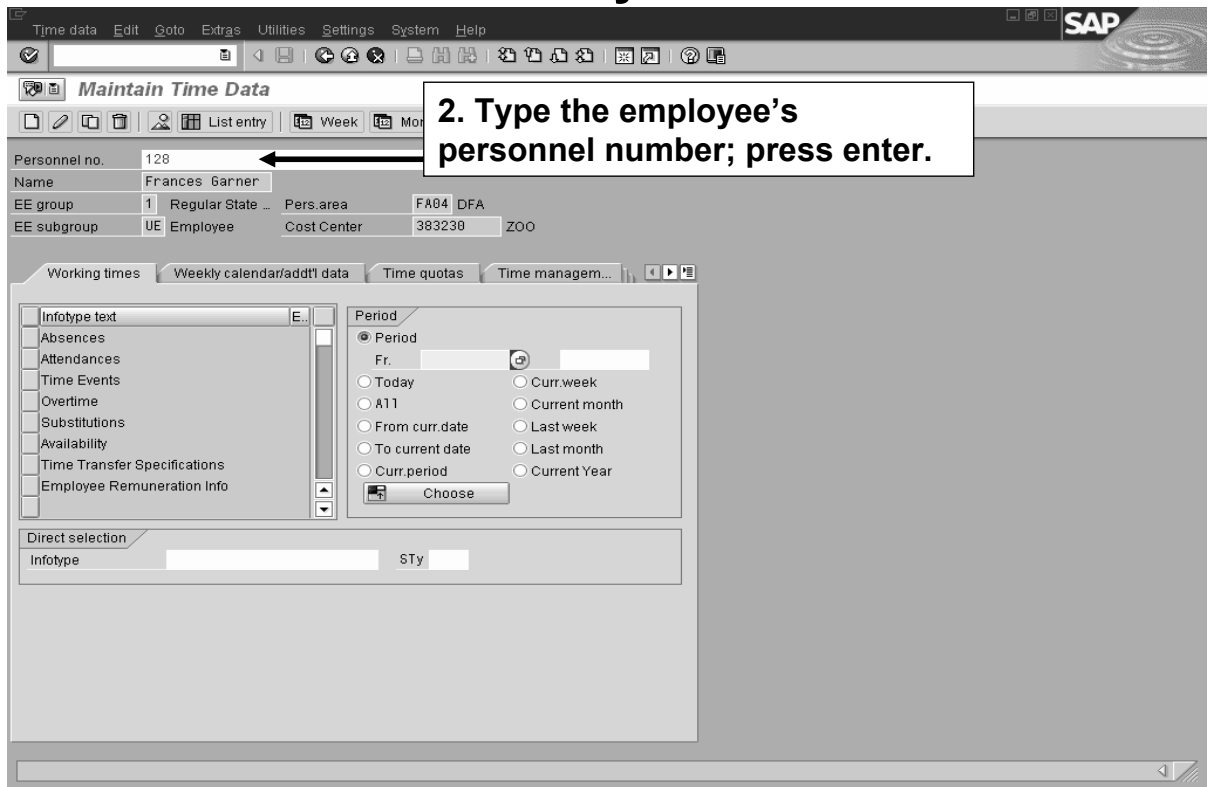


AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-13

The menu path is Human Resources > Time Management > Time Data > Maintain.

Public Holiday Correction



2. Type the employee's personnel number; press enter.

Personnel no. 128
Name Frances Garner
EE group 1 Regular State ... Pers. area FA04 DFA
EE subgroup UE Employee Cost Center 383230 ZOO

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
Period
Fr.
☐ Today ☐ Curr.week
☐ A11 ☐ Current month
☐ From curr. date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current Year
Choose

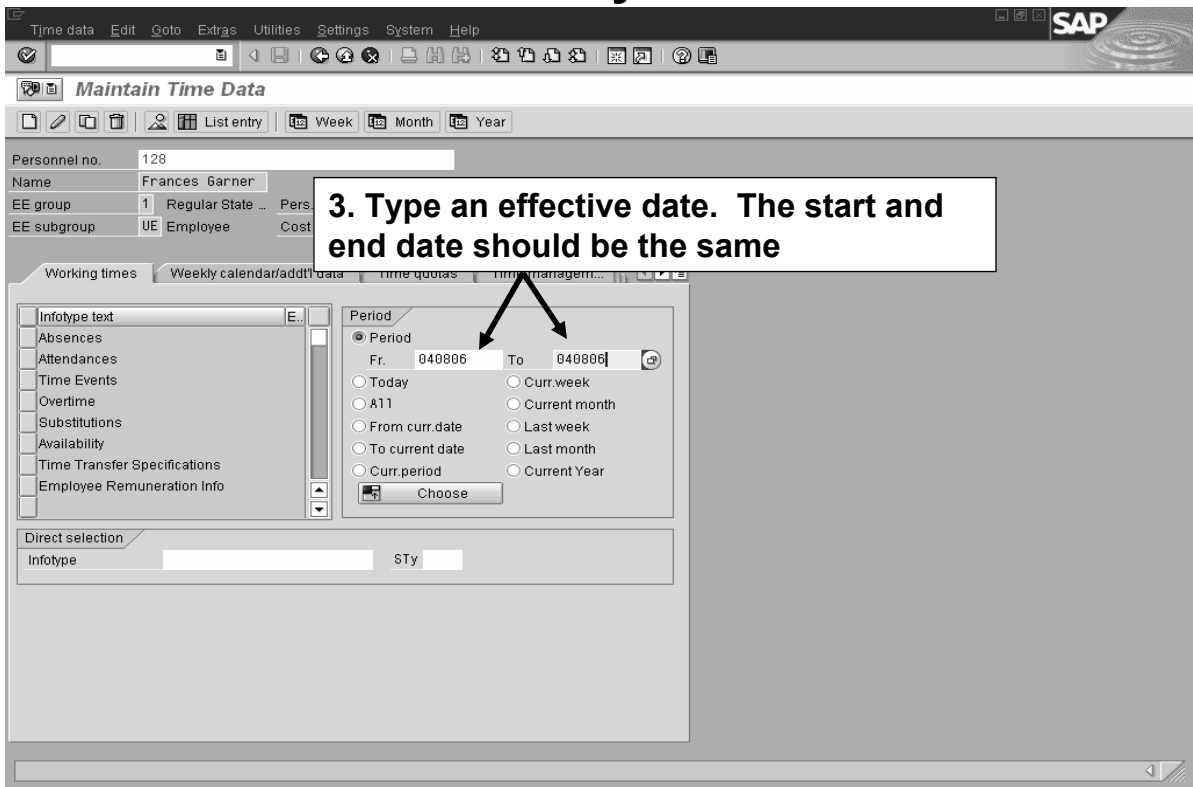
Direct selection
Infotype STy

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-14

Always verify the employee's name before you process any master data change.

Public Holiday Correction



The screenshot shows the SAP 'Maintain Time Data' interface. At the top, there's a menu bar with 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Time Data' and includes a 'List entry' button and tabs for 'Week', 'Month', and 'Year'. On the left, there's a list of infotypes: 'Infotype text', 'Absences', 'Attendances', 'Time Events', 'Overtime', 'Substitutions', 'Availability', 'Time Transfer Specifications', and 'Employee Remuneration Info'. The 'Absences' infotype is selected. In the center, there's a 'Period' selection dialog. It has a 'Fr.' field with '040806' and a 'To' field with '040806'. Below these are several radio button options: 'Today', 'Curr.week', 'A11', 'Current month', 'From curr.date', 'Last week', 'To current date', 'Last month', 'Curr.period', and 'Current Year'. A 'Choose' button is at the bottom. A callout box with the text '3. Type an effective date. The start and end date should be the same' points to the 'Fr.' and 'To' fields. At the bottom of the main area, there's a 'Direct selection' section with 'Infotype' and 'STy' fields.

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

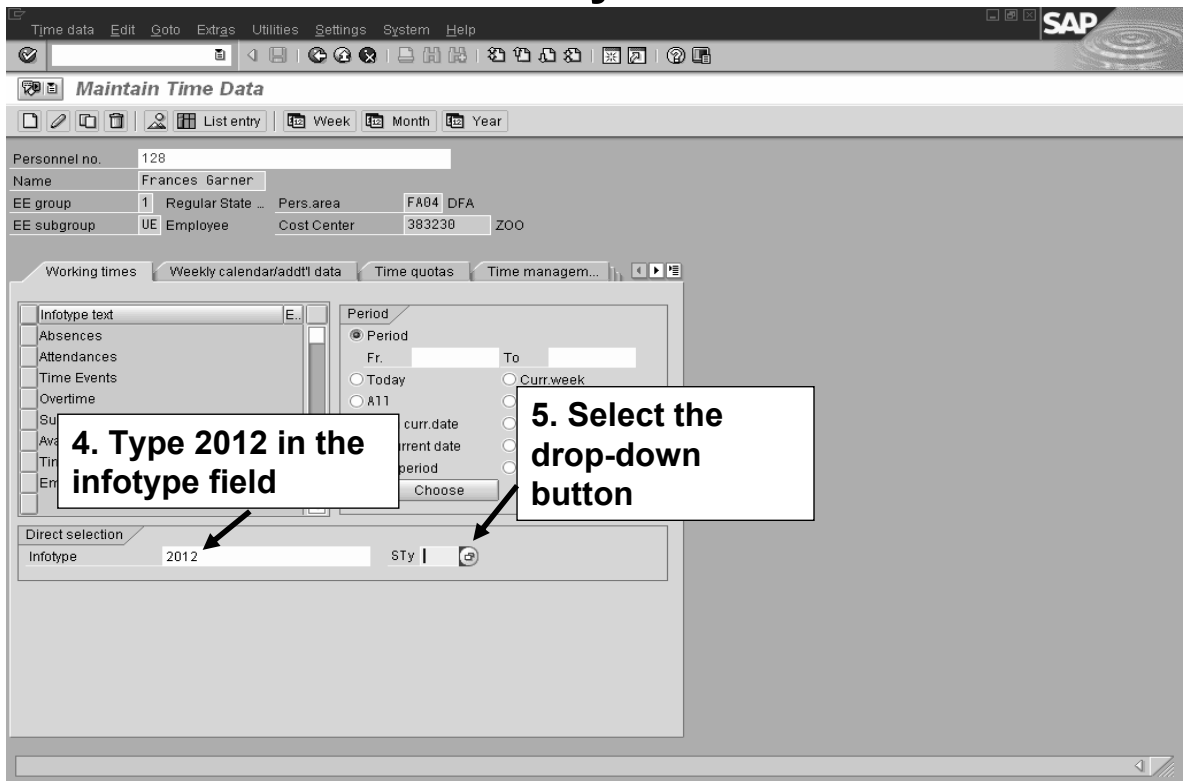
9-15

The effective date must be in the current fiscal year and before a holiday absence is entered on the CATS timesheet.

Note: If you have a holiday error that is stopping a successful time evaluation on your employee, the effective date must be prior to the date the time evaluation message occurred.

NEVER USE THE ACTUAL DATE OF THE HOLIDAY

Public Holiday Correction



The screenshot shows the SAP 'Maintain Time Data' window for personnel number 128, Frances Garner. The 'Infotype' field is set to '2012'. The 'Period' dropdown menu is open, showing options: 'Period', 'Today', 'Curr.week', and 'A11'. The 'Direct selection' section shows 'Infotype' as '2012' and 'STy' as '1'.

4. Type 2012 in the infotype field

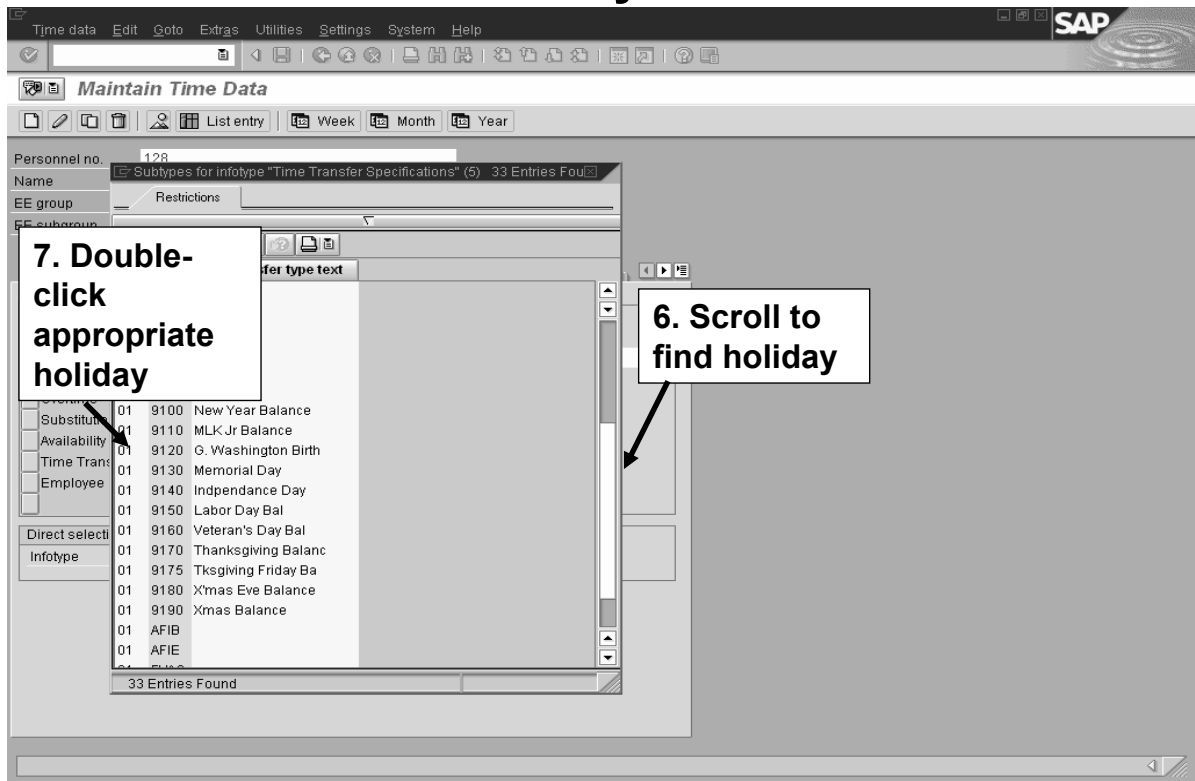
5. Select the drop-down button

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-16

Infotype 2012 (Time Transfer Specifications) will create or change an existing public holiday quota assignment.

Public Holiday Correction

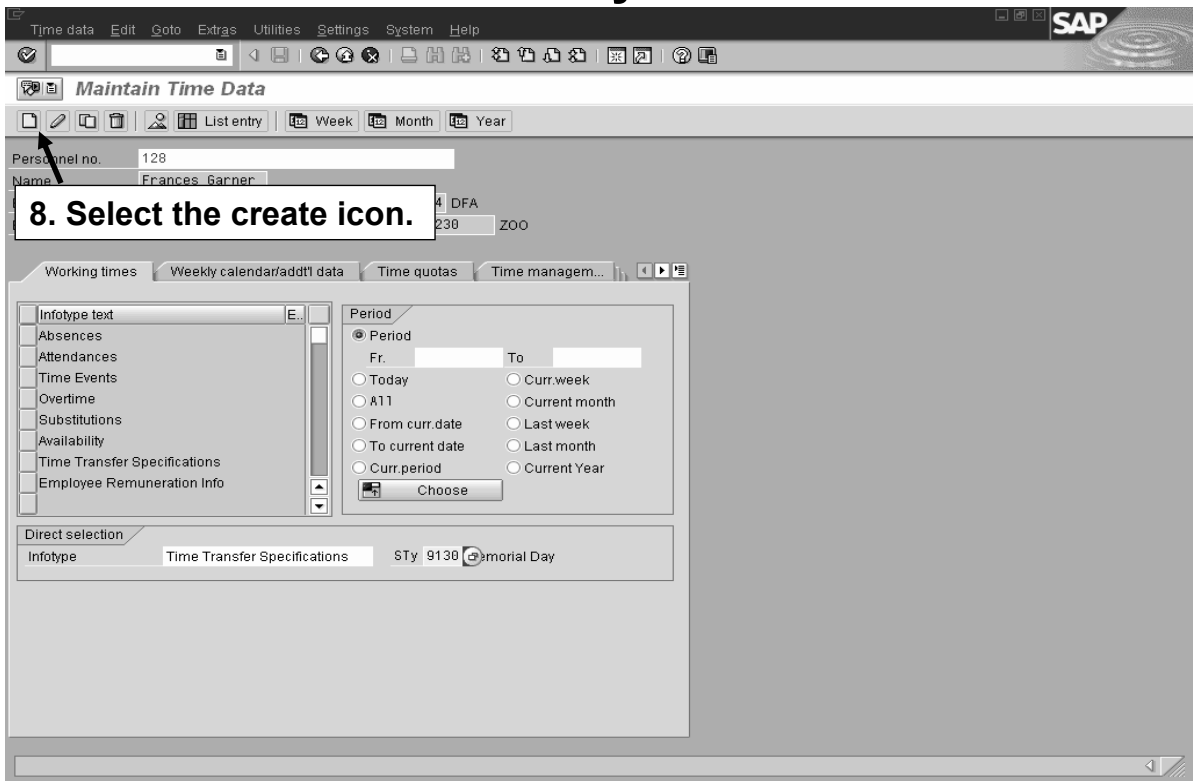


AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-17

Make sure that you choose the correct holiday.

Public Holiday Correction



The screenshot shows the SAP 'Maintain Time Data' interface. At the top, there is a menu bar with options: Time data, Edit, Goto, Extras, Utilities, Settings, System, and Help. Below the menu bar is a toolbar with various icons. The main title 'Maintain Time Data' is displayed. Below the title, there are tabs for 'List entry', 'Week', 'Month', and 'Year'. The 'List entry' tab is active. In the 'List entry' tab, there is a 'Personnel no.' field with the value '128' and a 'Name' field with the value 'Frances Garner'. Below these fields, there is a 'Create' icon (a small square with a plus sign) highlighted by a black arrow. A text box with the text '8. Select the create icon.' is positioned over the 'Create' icon. Below the 'List entry' tab, there is a 'Working times' section with a 'Weekly calendar/addtl data' tab. The 'Weekly calendar/addtl data' tab is active. In this tab, there is a 'Period' section with a 'Fr.' field, a 'To' field, and a 'Choose' button. Below the 'Period' section, there is a 'Direct selection' section with an 'Infotype' field containing 'Time Transfer Specifications' and a 'STy' field containing '9130 Memorial Day'.

AASIS Support Center, Diane Hill
04/13/06 Revised to V3



Public Holiday Correction

SAP

Infotype Edit Goto Extras System Help

Create Time Transfer Specifications

Personal work schedule | Activity allocation | Cost assignment | External services

| | | | | | |
|--------------|------------|---------------------|--------------|-------------|--------|
| Personnel No | 128 | Name | Frances... | Status | Active |
| EE group | 1 | Regular State Em... | Personnel ar | FA04 | DFA |
| WS rule | OPEN08 | Open Sch... | SSN | 777-33-2489 | |
| Start | 04/13/2006 | To | 04/13/2006 | | |

Time transfer specification

| | | |
|--------------------|------|--------------|
| Time transfer type | 9130 | Memorial Day |
| Number of hours | 8 | Hours |

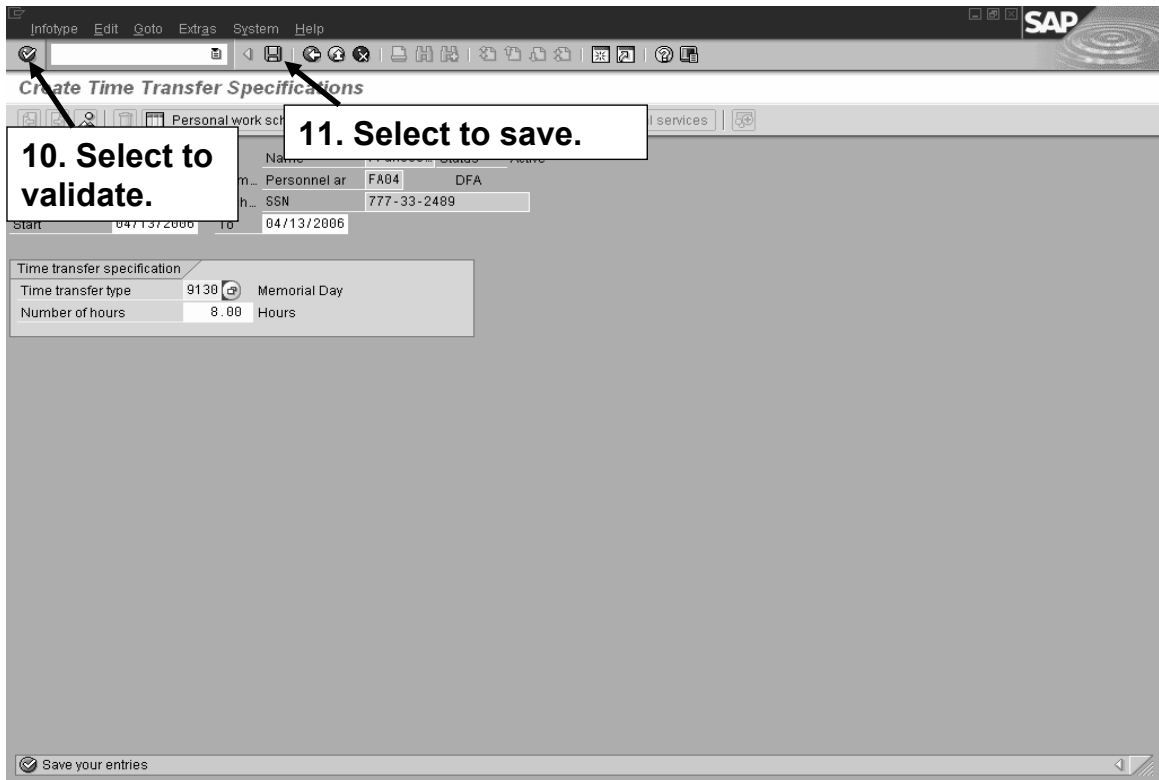
9. Type appropriate number of hours.

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-19

Note: When you are reducing hours, you must enter a minus (-) before or after the number of hours.

Public Holiday Correction



The screenshot shows the SAP 'Create Time Transfer Specifications' interface. Two callout boxes provide instructions:

- 10. Select to validate.** An arrow points to the 'Validate' icon (a magnifying glass) in the top toolbar.
- 11. Select to save.** An arrow points to the 'Save' icon (a floppy disk) in the top toolbar.

The main form area displays the following data:

| Time transfer specification | |
|-----------------------------|-------------------|
| Time transfer type | 9130 Memorial Day |
| Number of hours | 8.00 Hours |

At the bottom left, there is a 'Save your entries' button with a checkmark icon.

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

9-20

If you have more than one holiday assignment to correct, you must repeat steps 5-11 for each holiday.

Note: The individual public holiday assignment will be updated after the next successful time evaluation.



Public Holiday Correction

Cumulated Time Evaluation Results: Time Balances/Wage Types

Cumulated balances

Data select. period 04/13/2006 - 04/13/2006

| Pers.No. | Name | Period | TmType | Time type descript. | z Number of hours |
|----------|----------------|--------|--------|-----------------------|-------------------|
| 128 | Frances Garner | 200604 | 9305 | New Year Day | 8.00 |
| 128 | Frances Garner | 200604 | 9310 | MLKing Jr Birthday | 8.00 |
| 128 | Frances Garner | 200604 | 9315 | G.Washington Birthday | 8.00 |
| 128 | Frances Garner | 200604 | 9320 | Memorial Day | 8.00 |
| 128 | Frances Garner | 200604 | 9325 | Independance Day | 8.00 |
| 128 | Frances Garner | 200604 | 9330 | Labor Day | 8.00 |
| 128 | Frances Garner | 200604 | 9335 | Veteran's Day | 8.00 |
| 128 | Frances Garner | 200604 | 9340 | Thanksgiving Day | 8.00 |
| 128 | Frances Garner | 200604 | 9345 | Thanksgiving Friday | 8.00 |
| 128 | Frances Garner | 200604 | 9350 | Christmas Eve | 8.00 |
| 128 | Frances Garner | 200604 | 9355 | Christmas Day | 8.00 |
| | | | | | 88.00 |

Quota Overview

Personnel No. 128

Name Frances Garner

Personnel area FA04 DFA Cost Center 383230 ZOO

EE subgroup UE Employee WS rule OPEN08 Open St...

| Tot. | AbQuotaTyp | Quota text | Entitl. | Requested | Rem. | Compens. | Deduc. |
|------|------------|-------------------|-----------|-----------|-----------|----------|--------|
| | 01 | Annual Leave | 248.00000 | 0.00000 | 248.00000 | 0.00000 | |
| | 02 | Sick Leave | 248.00000 | 0.00000 | 248.00000 | 0.00000 | |
| | 05 | Holiday Leave | 112.00000 | 24.00000 | 88.00000 | 0.00000 | |
| | 07 | Employee Birthday | 8.00000 | 0.00000 | 8.00000 | 0.00000 | |

Selection intervals

Validity period 06/18/2003 - 12/31/9999

Deduction period 06/18/2003 - 12/31/9999

Expand

AASIS Support Center, Diane Hill
04/13/06 Revised to V3

After a successful time evaluation, compare the PT50 (Quota Overview) and the Cumulated Time Evaluation Report (PT_BAL00) to ensure that the totals are the same.